



## Human Resources

DATE POSTED: June 20, 2005

REQ. # 05-147

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 06-20-2005 TO 06-24-2005, but will remain open until filled.

DEPARTMENT/DIVISION
AIRPORT

POSITION AVAILABLE
DIRECTOR

# OF OPENINGS
1

STARTING SALARY
\$57,416.32 / year

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 505**  
**PAY GRADE EX2**  
**SALARY : \$57,416.32 - \$92,273.17**  
**AIRPORT DIRECTOR**

**MAJOR FUNCTION:** Highly responsible administrative and supervisory work directing the operations, maintenance and security of the airport and related planning for future development under the direct supervision of the County Administrator.

**KNOWLEDGE, ABILITIES AND SKILLS NEEDED TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Knowledge of air terminal maintenance procedures, techniques and problems. Knowledge of property management techniques and tenant relationships. Knowledge of laws, rules and regulations applying to the use of airport facilities and control of air traffic. Knowledge of standard record keeping practices relating to airport activities, general and cost accounting practices and budgeting. Knowledge of rules and procedures required for securing federal and state funding assistance for airport improvements, expansion projects and land acquisition projects. Knowledge of permitting procedures and requirements for construction projects.

**Abilities:** Ability to plan, assign, review and supervise the work of employees performing diversified maintenance and operational functions in a manner conducive to full performance and high morale. Ability to express one's self clearly and concisely orally and in writing. Ability to establish and maintain effective working relationships with persons using the airport, officials, and the general public.

**ESSENTIAL JOB FUNCTION:** Plans, directs and inspects the overall operations and maintenance of an international airport. Enforces federal, state and local rules and regulations governing airport use. Carries into effect the decisions, determinations and policies of the Board. Responsible for the coordination of operational, planning and construction activities with federal, state and local funding and regulatory agencies and for insuring compliance with all of the regulations and procedures required by those agencies. Confers with air carriers, fixed base operators and members of federal, state and local agencies in reference to airport safety precautions, runway lights and signals, and of motor equipment operating on the field. Ensures that the condition of landing strips, navigational aids, adjacent grounds and fields is satisfactory. Make recommendations regarding new construction and contract repairs. Writes specifications for purchase of new and additional equipment. Initiates requisitions for commodities and equipment and approves all purchases for use at airports. Negotiates leases for property. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Frequently presents visual aids at meetings so must have good hand/eye coordination and near and far vision and good hearing. Frequent light lifting (30 lbs. or less), frequent light carrying, reaching above shoulders, kneeling, bending and squatting. Does a large amount of driving, so must have good arm and leg movement.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Does inspections in extreme weather conditions, such as rain, heat, cold, and high winds. Majority of work in office setting.

**WORK HAZARDS:** Inspections on public areas such as runways/taxiways, construction sites, etc.

**SAFETY EQUIPMENT:** None.

**EDUCATION:** Graduation from an accredited college or university with a degree in aviation science, airport management, business management, or closely related field.

**EXPERIENCE:** Considerable experience in air terminal management, operations and maintenance including business management experience. A comparable amount of training or experience may be substituted for the minimum qualifications.

**LICENSE, CERTIFICATION OR REGISTRATION:** Requires a valid Florida driver's license and good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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